

PAINT BRUSH HILLS METROPOLITAN DISTRICT

9830 Liberty Grove Drive
Falcon, CO 80831
Tel: 719-495-8188 | Fax: 303-987-2032

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Kim Griffin	President	2018/May 2018
Calvin Pollard	Vice President	2016/May 2016
Doug Burrer	Treasurer	2016/May 2016
Floyd Roberts	Secretary	2018/May 2018
John Bruszenski	Assistant Secretary	2016/May 2016

DATE: November 19, 2015
TIME: 7:00 p.m.
PLACE: Paint Brush Hills Metropolitan District
9830 Liberty Grove Drive
Falcon, Colorado 80831

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda.

C. Public Comments. (For items not on the agenda only. Comments limited to 3 minutes per person and are taken in order listed on the sign-in sheet)

D. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Acknowledge Manager’s Report (enclosure 1.01).
- Acknowledge Staff Report (enclosure 1.02).
- Acknowledge Operations Report (enclosure 1.03).
- Approve Minutes of the October 15, 2015 Regular Meeting (enclosure 1.04)
- Adopt Resolution 2015-11-01: Annual Administrative Resolution (enclosure 1.05).

- Adopt Resolution 2015-11-02: Resolution Calling Election, May 2016 (enclosure 1.06).
- Adopt Resolution 2015-11-03: Authorizing the Purchase of Certain Property and Execution of Necessary Documents to Effectuate the Purchase Thereof, related to the Lorson Deed of Tract B in Scenic View (enclosure 1.07).
- Approval and Renewal of Consultant Agreements for 2016 Services (copies of all agreements available upon request; no changes in scope or fees unless otherwise noted):
 - ICA with Special District Management Services, Inc. for District Management Services dated June 1, 2003; First Addendum is dated September 15, 2015.
 - ICA with All American Maintenance, Inc. for Landscape Maintenance Services dated January 1, 2014.
 - ICA with Christopher Jilek for Site and Open Space Mowing Services dated March 20, 2014.
 - ICA with G.D.M Corp. dba Reliable Sanitation for Wastewater Removal Services dated April 17, 2014.
 - ICA with Chiddix Bros., Inc. for General Excavation and Pipeline Repair Services dated April 17, 2014.
 - ICA with Advanced Mechanical Services, Inc. for Lift Station Repair Services dated June 3, 2015.
 - ICA with DMC Sewer and Water Repair LLC, for Excavation Services dated August 27, 2014.
 - ICA with Encore Electric, Inc. for Electrician Services dated July 16, 2014.
 - ICA with Trax Construction, Inc., for Asphalt Paving and Repair dated November 6, 2014.
 - ICA with RG and Associates, LLC for District Engineering Services dated January 1, 2015; Third Addendum dated June 18, 2015.
 - ICA with Layne Christensen Company for General Pump and Pump Controls Maintenance Services, dated January 15, 2015; Second Addendum dated January 15, 2015.
 - ICA with Land Development Consultants, Inc. for District Tank Sites Survey Services dated March 23, 2015; First Addendum dated September 17, 2015.
 - ICA with Franks and Beans Landscaping, LLC dba F & B Landscaping for Landscaping, dated August 20, 2015; First Addendum dated August 20, 2015.
 - ICA with JC Jones Excavation, LLC for Excavation and Pipeline Repair Service dated September 17, 2015.
 - ICA with Timken Motor and Crane Services LLC for Pump Controls Repair Services, dated February 17, 2015.

- Remote Electronic Check Processing Agreement with Farmers State Bank of Calhan for Remote Electronic Processing dated May 21, 2015.
- Approve Termination of Independent Contractor Agreements due to completion of services (as follows):
 - ICA with Avery Asphalt, Inc. for Asphalt Repair Services dated May 29, 2014.
 - ICA with National Meter & Automation, Inc., for Meter Reader Upgrade Services dated June 12, 2015.
 - ICA with Layne Christensen Company for Well 6 Disinfection dated January 6, 2014.
- Approve First Addendum to Independent Contractor Agreement between DMC Sewer and Water Repair and the District for Excavation Services (enclosure 1.08).
- Approve Independent Contractor Agreement with Avery Asphalt, Inc. for Ongoing Asphalt Services (enclosure 1.09)
- Approve Renewed Engagement Letter with White Bear Ankele Tanaka & Waldron for General Legal Counsel Services (enclosure 1.10).

E. Discuss Notice of Wastewater Treatment Rate Increase pursuant to Intergovernmental Agreement between Woodmen Hills MD and the District dated June 2, 2011 and report on meeting with representatives of Woodmen Hills MD regarding request for rate analysis.

F. Discuss and consider Residential Lease for 9830 Liberty Grove Drive, Falcon, Colorado for the period from January 1, 2016 through December 31, 2016 between Johnny and Cora Cook and the District. (to be distributed)

II. FINANCIAL MATTERS

A. Review and approve the payment of claim for the period ending November 19, 2015 as follows (to be distributed):

General Fund:	\$ TBD
Debt Service Fund:	\$
Enterprise Fund:	\$ TBD
Total:	\$ TBD

B. Review and accept unaudited financial statements for the period ending October 31, 2015 (enclosure 2.02).

-
- C. Discuss and consider approval of Internal Billing System Project Plan and appointment of committee to work with District Manager on the criteria for and selection of Utility Billing software (enclosure 2.03).
-
- D. Discuss and consider Second Addendum to Independent Contractor Agreement between Special District Management Services, Inc. and the District for Accounting and Utility Billing Services (To be distributed).
- E.
-
- F. Conduct Public Hearing on the proposed 2016 Budget and consider adoption of Resolution No. 2015-11-04 Adopting Budget, Imposing Mill Levy and Appropriating Funds (enclosures 2.04).
-
- G. Conduct Public Hearing on the proposed Subdistrict 2016 Budget and consider adoption of Resolution No. 2015-11-05 Adopting Budget, Imposing Mill Levy and Appropriating Funds (enclosures 2.05).
-
- H. Review and consider fixing or increasing fees, rates, tolls, penalties or charges for water and sewer services and facilities (enclosure).
- a. Consider adoption of Resolution No. 2015-11-06, Resolution Concerning the Imposition of Various Fees, Rates, Penalties and Charges for Water and Sewer Services and Facilities (enclosure 2.06).
-
- b. Discuss and consider Resolution 2015-11-07: Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges (enclosure 2.07).
-
- I. Review and acknowledge 2015 Budget Priorities (enclosure 2.08).
-
- J. Discuss and consider report and recommendations from the Employee Benefits Committee regarding employee retirement plan, employee compensation schedules, and employee paid time off (to be distributed under separate cover).
-

III. LEGAL MATTERS

- A. Consider Approval of Six Ninety Nine Properties Infrastructure Construction, Acquisition and Reimbursement Agreement (enclosure 3.01).
-

- B. Discuss results of Sub-District A Paint Brush Hills Metropolitan District November 3, 2015 Election.
-

IV. ENGINEER MATTERS

- A. Discuss Engineer's Report (enclosure 4.01).
-

1. Office building/Workshop.
2. Status of Storage Tank Inspections.
3. Status of Water Treatment Pilot System.
4. Status of Dawson Well/Cherokee Pipeline/ Master Plan.
5. Status of Emergency Overflow Storage Capacity.
6. Status of Filing 6/7 Drainage Issues.
7. Status of District Rules and Regulations modifications.

V. OPERATIONS AND MAINTENANCE

- A. _____

VI. PERSONNEL MATTERS

- A. Discuss and consider Employee Benefits & Compensation Committee Report and recommendations. (to be distributed under separate cover)
-

VII. OTHER BUSINESS

- A. _____

VIII. EXECUTIVE SESSION (24-6-402(4)(b) and (e), C.R.S.) (if necessary)

IX. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 21, 2016.